



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

22-04AM

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RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

Issued by: Fire Chief

Policy No. 22-04AM

Authority: Montgomery County Code Section 21-2.(d)(4)

Effective Date:

Section 1. Purpose: To establish standard requirements and procedures that ensure all mobile and portable radio devices purchased for use within the Montgomery County Fire and Rescue Service (MCFRS) radio system are compatible with its 800 MHz trunked radio system; that all mobile and portable radio devices operating on the MCFRS radio system meet the functional requirements of the Montgomery County Fire and Rescue Service; and that only MCFRS authorized mobile and portable radios operate within its radio system.

Section 2. Applicability. This policy and procedure applies to all MCFRS personnel, and to the purchase and installation of all portable and mobile radio devices and their components to be used on the MCFRS radio system, or on the radio systems of neighboring jurisdictions or partner agencies.

Section 3. Definitions.

- a. **Department of Technology Services Radio Communications Services Section ("RCS," or "Radio Shop")**. The department of Montgomery County Government that provides radio communications services to the County's departments and agencies, and is responsible for operating and maintaining the MCFRS 800 MHz trunked radio system.
- b. **Mobile or Portable Radio Devices ("radio devices")**. MCFRS-approved mobile or portable radio devices, attachments, and accessories operating on, or purchased to operate on, the MCFRS radio system or on the radio systems of neighboring jurisdictions or partner agencies.
- c. **Montgomery County Fire and Rescue Service Radio System (MCFRS Radio System)**. The 800 MHz trunked primary voice radio communication system and all ancillary radio systems for the Montgomery County Fire and Rescue Service, including the VHF Radio system.



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- d. **MCFRS Telecommunications Manager**. The individual responsible for the procurement, configuration, and inventory management of all communications devices owned and operated by MCFRS, as determined by the MCFRS Fire Chief.

Section 4. Policy.

- a. All **mobile or portable radio devices** acquired to operate on the **MCFRS Radio system** must be purchased through, or sanctioned by the **MCFRS Telecommunications Manager**.
- b. Only **mobile or portable radio devices** owned or authorized by the County, or purchased in accordance with Section 4.a. of this policy will be programmed to operate on the **MCFRS radio system**. Privately-owned **mobile or portable radio devices** are specifically prohibited from operating on the **MCFRS radio system**.
- c. All **mobile or portable radio devices** purchased in accordance with Section 4.a. of this policy must be maintained in compliance with the industry standard. LFRDs are wholly responsible for the costs for service and maintenance of these **mobile or portable radio devices**.
- d. LFRDs may purchase additional **mobile or portable radio devices** in accordance with this policy, to equip apparatus to the allowable limits consistent with the table below, ***Authorized Radios by Apparatus Unit Type***.

AUTHORIZED RADIOS BY APPARATUS UNIT TYPE

Unit Type	Mobile Radios Allowed	Portable Radios Allowed
Boat Support	1	2
Brush Truck	1	2
Command Vehicle (Chief, D/C, A/C, B/C)	4	2 (1/Command OIC, 1/Vehicle)
Duty Vehicle	2	2
EMS Unit	2	2
Engine	1	6
Rescue Squad	1	6
Tanker	1	2
Truck	1	6 (7 for Tractor-Drawn Trucks)
Utility	1	1



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1. MCFRS specifically prohibits the purchase and use of additional **mobile or portable radio devices** to provide individual LFRD members with these **radio devices**, except as noted above for MCFRS Command Officers.
2. When any MCFRS vehicle is decommissioned, all of its **mobile or portable radio devices** must be removed by a vendor who has been approved by the **MCFRS Telecommunications Manager**. Personnel and outside affiliates are prohibited from removing any MCFRS **radio devices** that operated on the **MCFRS Radio System**.
3. When procuring vehicles to add to the MCFRS fleet (including LFRD vehicles) that are **not** intended to replace an *existing* vehicle, adequate funding **must** be included to procure **mobile or portable radio devices**, consistent with the minimum requirements shown on the chart above, entitled **Authorized Radios by Apparatus Unit Type**.
4. The **MCFRS Telecommunications Manager** issues a **mobile or portable radio device** to a *specific riding position* on apparatus, or to an *authorized individual*, based upon that member's *position* within the MCFRS. The **radio device does not transfer with a member**, even if that individual is moving to another position that is designated to be issued a **mobile or portable radio device**. When a member is transferred or promoted into an authorized position within the MCFRS, and that *position* is designated to be issued **mobile or portable radio device(s)**, the **MCFRS Telecommunications Manager** will issue those device(s). When that MCFRS member retires, transfers, or is promoted/demoted from a *position* that is designated to be issued **mobile or portable radio device(s)**, the member must return those **radio devices**, and obtain a receipt for all issued **radio devices** from the **MCFRS Telecommunications Manager**.
5. Only the **MCFRS Telecommunications Manager**, the **Radio Shop**, or a vendor specifically authorized in writing by the **MCFRS Telecommunications Manager** may program, modify, install, remove, or upgrade any **mobile or portable radio device** designated for use on the **MCFRS radio system**.

Section 5. Procedure.

- a. An LFRD that plans to purchase **mobile or portable radio devices** for use on the **MCFRS radio system** must contact the **MCFRS Telecommunications**



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Manager to arrange for that purchase.

- b. The **MCFRS Telecommunications Manager** will verify that all **mobile or portable radio devices** being purchased are consistent with the table in Section 4.c. of this policy, entitled ***Authorized Radios by Apparatus Unit Type***, and that the Fire Chief has approved the response of the apparatus for which the **mobile or portable radio devices** are being purchased.
- c. Once the **mobile or portable radio device** has been acquired, the **MCFRS Telecommunications Manager** will then program it, in compliance with this policy, and return the **radio device** to the LFRD, ready for use on the **MCFRS radio system**.
- d. An LFRD that owns a **mobile or portable radio device** must notify the **MCFRS Telecommunications Manager** when it plans to permanently dispose of, or take the **radio device** out of service, and must give it to the **MCFRS Telecommunications Manager** to disable it from operating on the **MCFRS radio system**.

Section 6. Implementation and Enforcement. The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Section 7. Effective Date. This policy is effective on

Approved:

Richard R. Bowers, Fire Chief
Montgomery County Fire and Rescue Service

Date

radio procurement-mgmt Policy 22-04 N&O CLEAN 8-24-11bf wp